



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia. 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Offender Rehabilitation 800 Peachtree Street, NE Atlanta, GA 30365	Application Number 82-76	
Application Number		Date Received APR 13 1982	Date Completed APR 23 1982
2. Person to Contact Sam Cook		Working Title Supervisor, Reception and Release	Telephone Number 894-5570
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1977 Present		5. Records Series Title (followed by title used in office, if different) Superior Court Returned Case Files	
6. Division and Office Function Reception, Release and Compacts		What is the function of the Division and the Office in which this record series is created? This section receives all sentences from 159 counties and processes the sentences. Also, this section brings the individual from the county jail into state custody. When the inmate is to be released, this section administratively provides for the release of the individual.	
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: The returning of sentences to the Superior Courts on individuals sentenced by the court that for certain reasons do not enter the correctional system. Included are: Assignment/transfer orders, commutation sheets, earned time action sheets, and related correspondence.			
NOTE: Information is recorded permanently in the Inmate Data Bank. File is arranged: Alphabetically by surname.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it? but information is recorded in Inmate Data Bank
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 2 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then.

☒ Hold in the current files area _____ month(s) 2 _____ year(s); then

☐ Transfer to local holding area; hold _____ year(s); then

☐ Transfer to State Records Center; hold _____ year(s); then

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	4-9-82	<i>[Signature]</i>	4/17/82
State Records Committee (Signature)			
State Auditor/Designee		<i>[Signature]</i>	4-20-82
Secretary of State/Designee		<i>Carroll Hart</i>	4-19-82
Attorney General/Designee		<i>[Signature]</i>	4-21-82

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)